

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY & PROCEDURE MANUAL</p>	ISSUED 3/91	REVISED 1/16	CHAPTER 3	SECTION 3.4
CHAPTER Chapter 3. Applying to the Program	SUBJECT Contract			

The contract with the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (CFNA) is a written legal contract which details expectations between the provider and CFNA. All CACFP institutions must sign a contract and submit it to CFNA before any reimbursement can be paid.

A contract with the *Scope of Work* and *Terms and Conditions* is sent when the institution's initial application for participation is approved by CFNA staff. The contract should be signed by the institution's Board of Directors, Authorized Representative or owner (for-profit institutions) and returned to CFNA as soon as possible. The institution should keep the *Scope of Work* and *Terms and Conditions*. Once the applicant and the MDHSS representative sign the contract, the original contract will be returned to the institution.

Pursuant to 285.530 RSMo, the Contractor must affirm the Contractor's enrollment and participation in a Federal Work Authorization Program with respect to the employees proposed to work in connection with the CACFP services requested. The Contractor should complete and submit the signed Memorandum of Understanding (MOU) from the E-Verify Federal Work Authorization Program and an Affidavit of Work authorization with the contract. These two documents must be submitted prior to an award of a contract.

All CACFP contracts are permanent contracts.

The permanent contract is one of the records that must be available to the CFNA Nutritionist within one hour of arrival for a monitoring review. The contract should be retained in your files with all Program records for the entire length of the contract and for a period of least three years following the end of the contract.